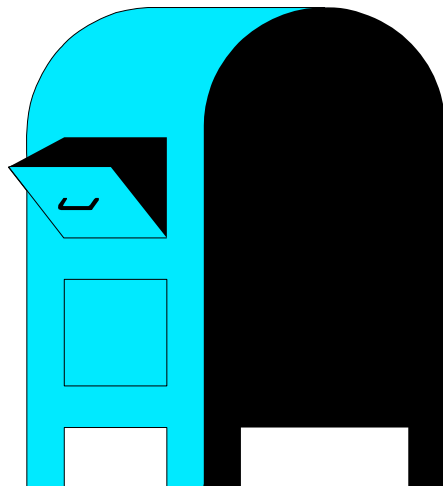


Central Mail Users Guide 2006



TO CENTRAL MAIL CUSTOMERS:

This user's guide provides information to help our customers obtain the best mail service at the lowest possible cost. Please use this guide as a desk companion for mail preparation. It is also available on the DISC Web site at: <http://www.da.ks.gov/disc/>

Our customers' automation discounts will depend upon the accuracy and proper formatting of their addresses on the mail piece. Information in this guide will help you to determine your compliance, thus achieving the greatest savings.

To help with large volume mailings or obtain additional information on mail procedures, please contact Central Mail at 785-296-3231.

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CENTRAL MAIL - OVERVIEW

OFFICE LOCATION:

Docking State Office Building, 915 Harrison, Room B44
Telephone Number: 785-296-6231
Fax Number: 785-296-6521

HOURS OF OPERATION

8:00 am to 5:00 pm daily
Window service is 8:00 am to 4:00 pm

SERVICES

Pick up and delivery of Interoffice Mail (building mail)
Pick up of outgoing United States Postal Service (USPS) mail
Metering/Sealing of USPS mail pieces
Barcoding and Sorting Mail to Lowest Discount Possible
Pick up of Parcels (United Parcel Service)
Overnight Delivery Service (Refer to State Contract for service provider)
Certified, Registered, Return Receipt and Insured Mail Services
(For the Overnight Delivery Service and Certified, Registered, Return Receipt and Insured Mail Services the customer must bring the mail piece to the service window at Central Mail.)

CUSTOMERS


Mail Services and Inter-office mail, which avoids postage costs, are available to all Topeka Agencies and Kansas State University, except the Board of Optometry


MAIL SCHEDULE

See Appendix A for pick-up times by location.

CUSTOMER MAIL PREPARATION

To improve mail processing in Central Mail, please sort mail pieces into the following groups:

 **Non-metered mail:** All Inter-office envelopes, Business reply mail, any stamped mail and permit mail.

 **USPS Mail for metering:** including boxes and manila envelopes. Please record account number below last line of return address block.

- Separate automation compatible letter mail from boxes and manila envelopes (flats) and hand written letters. Automation compatible mail must have a machine generated address, the weight cannot exceed 2 ounces, and the envelope size must be met (See page 5).
- Letter mail should all face the same direction, flaps down and be secured with rubber bands or in a box or tray.
- Separate unsealed mail from sealed mail.

NOTE: It is no longer necessary to separate in-state mail from out-of-state mail.

UNUSUAL VOLUME OF MAIL

Please notify us in advance if you have large volumes of mail to be picked up so that the Central Mail staff can bring hampers. Failure to give advance notice of large mailings could result in items not being picked up until the next day.

LATE MAIL

If you have mail that missed the last pickup schedule for your agency and you must get it in the mail, please bring it to Central Mail service window by 4:00 pm unless other arrangements have been made, however it will be mailed at the full rate.

BILLING

Central Mail recovers its costs two ways - an annual assessment bill recovering operating expenses, and a monthly bill recovering the direct cost for the mailings, such as postage and UPS expenses. Agencies receive the one-time assessment bill in the first quarter of the fiscal year. The cutoff date for the monthly bill is the nineteenth day of each month.

New customers are assigned account numbers for mailing upon their request for Central Mail Services. Customers must put their account number on all USPS and UPS mail pieces. This account number can be preprinted one line below the return address on mail envelopes.

INTER-OFFICE MAIL

Inter-office mail (building mail) is delivered to all State Agencies in the Topeka area (except for the Board of Optometry) and Kansas State University. Inter-office mail does not require postage. To assure proper delivery, please address the inter-office mail piece using the following procedures.

ADDRESSING

Agency Name	Example	Dept. of Admin – DISC
Addressee	Example	Director, (Name)
Address	Example	900 SW Jackson, Room 751S

Inter-office envelopes are used repeatedly for inter-office mailings. Please mark out all previous addresses and write the new address on the next available line on the face of the envelope. In the event that the addressing does not allow delivery, it is advisable that a return address be included inside the interoffice envelope.

ENCLOSURES

- ✚ **Confidential Correspondence:** Insert confidential matter into a regular envelope and seal. Please mark the envelope “Personal & Confidential” or “To be opened by Addressee Only”. This envelope should then be placed in an inter-office envelope.
- ✚ **Multiple Page Correspondence:** It is preferred that stapled correspondence, books and magazines, etc. be inserted into inter-office envelopes to facilitate handling. However, Central Mail will accept correspondence that is not in inter-office envelopes **only** when it is folded in half and stapled on each corner of the side opposite from the fold.

INTER-OFFICE ENVELOPES

- ✚ Central Mail supplies all agencies with two sizes of inter-office envelopes: 9” x 12” and 12” x 15”.
- ✚ Customers can order replacement envelopes at the Central Mail Service Window by calling Central Mail at 296-3231, or emailing at central.mail@da.state.ks.us.
- ✚ Please return your overstock of inter-office envelopes to Central Mail. To return envelopes, rubber band empties together and label, “For Re-Use”. Include these envelopes with your inter-office mail for pick-up by Central Mail employees.



U. S. POSTAL SERVICE MAIL

The U.S. Postal Service has developed exact standards for the preparation of mail to facilitate automated mail processing. If these standards are not followed, our customers will pay the full postage cost for their mail piece.

POSTAGE DISCOUNT ADDRESSING REQUIREMENTS

All mail pieces must have a properly formatted machine generated address to receive postage discounts and to improve mail processing. Any piece of mail that is improperly designed or has a non-readable address (handwritten, improper spacing, etc.) will either be sent back to the agency, or if possible, sent at full rate.

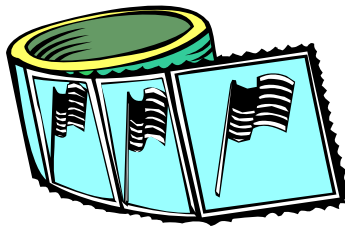
To maximize postage discounts and to improve service:

- Format Address Correctly (**See Appendix B**)
- Use the Proper Size of Envelope (**See Page 5**)
- Prefer Capitalization in the Address Block
- Use Standard Street Abbreviations (**See Appendix C**)
- Eliminate All Punctuation
- Use 2 Letter State Abbreviations (**See Appendix C**)

*Pay particular attention to enclosures that are designed so that the address appears in a window envelope. **If the addressed enclosure does not properly fit the window, it cannot always be read by automation equipment and cannot receive postage discounts.** Do not staple enclosures to the envelope. These staples jam equipment used to meter and sort mail.*

ADDRESS FORMAT

Insert sample formats



All mail should have a delivery address and a return address. The following format should be used to address mail:

DELIVERY ADDRESS (APPENDIX B):

- Recipient Name
- Recipient Address
- Recipient City, State and Zip Code

RETURN ADDRESS:

- Sender's Name
- Sender's Address (including Room number)
- Sender's City, State and Zip Code

Pay particular attention that the delivery street or post office box address appears on the line immediately above the city, state and zip code line.

Do not abbreviate international addresses. For international mail, use the complete spelling of a foreign city, province, or country, with the full name of the country spelled out in English. Use all capital letters on the last line of the address. Appendix A, B and C provide addressing examples of common abbreviations.

ENVELOPES

There are two categories of envelopes: **Letter** and **non-letter size called "flats"**. Letter size envelopes under 2 ounces are eligible for an automation discount. Letters above 2 ounces and flats do not qualify for discounts.

Letter Size: To qualify as a letter size envelope

- Have a ratio of width (height) to length between 1 to 1.3 and 1 to 2.5.
- Be sealed or secured on all four edges so that they can be handled by machines.

The following dimensions must be met for automated processing by the U.S. Postal Service. *Note: manila envelopes that are 6 1/8 x 11 1/2 or smaller are eligible for automation discounts.*

- Height: 3 1/2 Min. 6 1/8 Max.
- Length: 5 Min. 11 1/2 Max.
- Thickness: .007 Min. 1/4 Max.

If the envelope is smaller than these dimensions it cannot be mailed and is subject to return.

NOTE: Maximum thickness for automated processes is 1/4"; card stock should not exceed .0095.

Flats: Flats are envelopes larger than the maximum letter size, but not larger than 15" long by 12" high and 3/4" in thickness.

International Letter Size Envelopes: Mail for delivery to foreign countries should be placed in International Envelopes. These envelopes have a **red** and **blue** border. All foreign mail except 10 business envelopes requires customs declarations forms.

NON-MAILABLE ITEMS

The U.S. Postal Service will not mail non-paper items unless special packages are used by the mailer. If you have a non-standard (non-paper) item to mail, please call Central Mail.

Do not mail the following items below in letter envelopes because they will jam or damage the mailing machines. In addition, these items may seriously injure employees who operate mailroom equipment. If you need to mail these items please call Central Mail.

Lapel pins	Writing pens
Compact tapes	Floppy disks
Metal pieces	Glass parts
Product samples	Chemicals

All foreign countries impose various restrictions on what can be mailed. Please check with Central Mail if you have non-standard foreign mail items.

CHANGE OF ADDRESS

The U.S. Postal Service (Topeka Office) has experienced problems with state agencies that move and do not notify postal authorities by filing a "Change of Address" card. When you move, please complete these cards, and mail them to the Topeka Post Office. Cards can be obtained from any U.S. post office.

USPS MAIL CLASSIFICATIONS AND STANDARDS

Postage costs vary based on size of envelopes, weight, contents, and speed of delivery. To maximize your postage discounts and mail processing please contact Central Mail before designing the mail piece to determine the best class of mail.

DELIVERY SERVICES

FIRST CLASS MAIL: Any mailable matter may be mailed as First Class Mail. The following materials are considered First Class matter and **must** carry postage at First Class or Priority Mail rates:

- Price lists with written entries
- Typed materials
- Statements of account
- Personal correspondence
- Bills and invoices
- Handwritten materials
- Notices
- Certificates
- Checks
- Orders for goods/services

All mail will be sent First Class unless it is marked otherwise. If in question of the type of class or marking, please contact Central Mail.

PRIORITY MAIL: Priority Mail has a two - three day delivery service that's price starts at \$3.95 per mail piece for weights up to two pounds. There are **no discounts for priority mail**. Contact Central Mail for pricing above two pounds.

STANDARD CLASS MAIL: Standard Class Mail replaces third and fourth class mail. It has two categories - Standard and Package Services.

Standard (Presorted Standard) replaced Third Class mail. Most regulations remain the same, except that to receive automation discounts, mail must meet automation standards. Contact Central Mail for pricing.

The following is considered Standard mail (formerly Third Class):

Circulars	Catalogs
Booklets	Newsletters
Merchandise	Product Samples
Photographs	Printed Matter

Package Services replaces Fourth Class Mail. Contact Central Mail for correct markings.

The following is considered Package Services:

Packages or Parcels	Sound Recordings
Library Materials	Merchandise
Books (media)	Films
Bound Printed Matter	

ACCOUNTABLE MAIL: Accountable Mail is a term used by the U.S. Postal Service for all Certified, Registered, and Insured mail. All accountable mail must be taken to Central Mail's service window so that the mail piece can be properly prepared and given directly to USPS.

Certified Mail: Provides you with a mailing receipt and a record of delivery. These records are kept by the recipient's post office. A return receipt which proves delivery can be obtained for an additional fee. Certified mail service is available only for First Class mail. No insurance coverage is provided. A numbered "certified mail" label and completed receipt must be attached to the envelope.

Registered Mail: Registered mail is designed to provide added protection for valuable mail. Postage insurance may be purchased to cover articles valued up to \$25,000. Registered mail is the most secure mail the U.S. Postal Service offers. When an item is sent by registered mail, the U.S. Postal Office tracks its location at every step of the delivery process. Return receipt and restricted delivery services are available for additional fees.

Return Receipts: A return receipt is your proof of delivery. It is available for insured mail, certified, mail, registered mail, and domestic express mail. The return receipt identifies the article number, who signed for it, and the date it was delivered.

Insured Mail: If mail is insured, you will be reimbursed for contents that have been lost, rifled or damaged. You can buy insurance up to \$500 for Standard mail. Insurance is also available for merchandise mailed at the Priority Mail or First Class Mail rates.

OVERNIGHT SERVICES: For overnight services, Central Mail will use state contract Vendor Services.

INTERNATIONAL MAIL: Most items are mailable to foreign countries. However, there are certain restrictions. Therefore, it is important for mailers to contact Central Mail to determine the proper classification and documentation that may be required for customs declarations. Please indicate that it is foreign mail and keep it separate from other mail.

If customs regulations are not followed and documentation is incomplete, the item will be impounded by customs until the addressee arranges for clearance and pay any fines.

"Flats" to foreign countries must have a green customs sticker which can be obtained from your local U.S. Post Office.



OVERNIGHT NIGHT SERVICE ALTERNATIVES

NOTE: Post Office Box numbers are UNACCEPTABLE for specialized delivery services. Complete street addresses must be used.

OTHER PACKAGES AND PARCEL SERVICES - U.P.S.

- ✚ Parcels sent by United Parcel Service (UPS) can be forwarded to Central Mail through inter-office mail. Please notify Central Mail in advance if you have large parcels or large volumes of mail that will need to be picked up so that Central Mail staff can bring a hamper to pick up the mail. Failure to give advance notice to Central Mail of large mailings or United Parcel Services items could result in the items not being picked up until the next day.
- ✚ An address label for each box and each destination must accompany the material. Please insure the address includes a deliverable street number.
- ✚ UPS covers the first \$100.00 insurance. If more insurance is needed, do not write the extra insurance amount on the package or box. Write a note and tape it securely to the package or box.



CENTRAL MAIL SPECIAL SERVICES

The following types of service are currently available in Central Mail.

SEALING: Central Mail has equipment to automatically seal standard (letter) size a gummed envelope as postage is put on the envelopes. If you wish Central Mail to seal your letters, leave the flaps down, and then secure the contents of the envelopes with an elastic band. Central Mails machines do not seal flats. For this reason, please seal flats (manila envelopes) before Central Mail receives them.

BARCODING AND SORTING MAIL

To qualify for postage discounts, the mail piece must be bar-coded. Maximum barcode postage discounts are obtained when bar-coded mail pieces are sorted by zip code. To maximize barcode postage discounts, Central Mail has purchased bar-coding equipment to bar-code and sort the mail within the USPS standards. If the mail piece has a correct address and the address is properly formatted and readable by the machine, it will qualify for a barcode discount. Handwritten mail is not readable and will not qualify for discounts.

ZIP + 4 ADDRESSING

DISC has a service available to all agencies that can be used to verify correct addresses. A software system called Finalist is on the central mainframe computer to expand the common five-digit zip code in a computerized address file to the nine-digit zip code format (zip + 4). The Finalist system can also be used to improve the accuracy of mailing addresses and zip codes. Agencies interested in this software package should reference "DISC" Standard 4601.01.

PRE-METERED MAIL

Central Mail will pre-meter envelopes for large mailings. Customers should submit a sample mail piece for determining the correct postage and the date for the mailing. Please call Central Mail before processing to obtain details on this service.

RETURN ENVELOPES WITH PRE-PAID POSTAGE

For return envelopes that require postage with no date on the meter stamp please submit a sample return mail piece for determining the correct postage. USPS regulations require that the following be printed one line above the address block:

**NO POSTAGE STAMP NECESSARY
RETURN POSTAGE HAS BEEN PREPAID BY**

Customers interested in these services should contact Central Mail for details.



MISCELLANEOUS

PERSONAL MAIL: Central Mail does not pick up employees' **personal** mail for delivery to the U.S. Postal Service.

LARGE MAILINGS: Before planning large, specialized mailings, please contact the Central Mail Supervisor. This person can assist you in planning cost effective, efficient, and timely mailings. Sufficient advance notice is needed by the Central Mail staff to effectively handle and process large or specialized mailings.

MAILING LISTS: Central Mail does not maintain mailing lists.

TIME	AGENCY/BUILDING	ADDRESS	ROOM
SCHEDULE TO BE DETERMINED			

APPENDIX A - ADDRESS FORMATTING

B-1

Readability

An automation readable mail piece is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 barcode and is readable on an optical character reader (OCR) and/or a barcode sorter (BCS). The barcode, whether pre-applied or printed via an OCR, should reflect the ZIP+4 code that permits the finest level of sort for each mail piece.

The recommended address format is shown in the illustration below. For additional information on designing mail for OCR/BCS readability, we suggest you obtain a current copy of Publication 25, *A Guide to Business Mail Preparation*, and Notice 221, *Addressing for Success*, from your local post office marketing and communications office.

Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the ZIP+4 code, all punctuation should be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line. (See sample address types.)

Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the apartment, floor, suite numbers, and directional codes.

The entire address should be contained in an imaginary rectangle (see illustration) that extends from 5/8 to 2 3/4 from the bottom of the mail piece, with 1 margin on each side.

The barcode clear area, 5/8 from the bottom and 4 1/2 from the right edge of the mail piece (see illustration), is the area where a barcode is printed by an OCR. This area should be clear of all extraneous (non-address) information. If you pre-apply a barcode please put it on the top line of the address block.

Extraneous (non-address) printing that appears in this rectangle should be positioned above the delivery address line and as far away from the address block as possible.

Appendix A - Address Formatting

B-1

ADDRESS TYPES

NonAddress Data Line	-----	XXXXXXXXXXXX
Information/Attention Line	-----	MR STANLEY DOE
Recipient Line	-----	LAST NATIONAL BANK
Delivery Address Line	-----	PO BOX 345
Last Line	-----	NEW YORK NY 101630345

Key

MR JAMES F JONES
4417 BROOKS SST NE
WASHINGTON DC 2200194649

Individual

H E BROWN
RR 3 BOX 9
CANTON OH 447300821

Rural Route

LAW DEPARTMENT
US POSTAL SERVICE
475 LENFANT PLAZA SW RM 6627
WASHINGTON DC 202601120

Attention Line

B G LIGHT CO
HC 2 BOX 293A
DULUTH MN 558110702

Highway Contract

ACME INSURANCE CO
CAAREW TOWERS
300 E MAIN ST RM 1121
MEMPHIS TN 381661121

Building

MISS JANICE SMITH
PO BOX 34
DULUTH MN 558030034

Post Office Box

PVT WILLARD J SMITH
COMPANY F
167TH INFANTRY REGT
APO NEW YORK NY 098011087

Military

CRPS 03672
MR S ONEILL PRES
SEAN ONEILL INC
4321 MAPLE ST
OAKTON MD 123456789

NonAddress Data

APPENDIX C - USPS STANDARD ABBREVIATIONS C-1

General

Use the abbreviations listed below when addressing mail. By using the two-letter state abbreviations, it is possible to enter city, state, five-digit ZIP Code (or ZIP + 4 code) on the last line of address within 28 positions when necessary: 13 positions for city, 1 space between city and state abbreviation, 2 positions for state, 2 spaces (preferred) between state and ZIP Code, and 10 positions for ZIP + 4 code.

Abbreviations

Alabama	AL	North Dakota	ND
Alaska	AK	Northern Mariana Islands	MP
American Samoa	AS	Ohio	OH
Arizona	AZ	Oklahoma	OK
Arkansas	AR	Oregon	OR
California	CA	Palau	PW
Colorado	CO	Pennsylvania	PA
Connecticut	CT	Puerto Rico	PR
Delaware	DE	Rhode Island	RI
District of Columbia	DC	South Carolina	SC
Federated Sates of Micronesia	FM	South Dakota	SD
Florida	FL	Tennessee	TN
Georgia	GA	Texas	TX
Guam	GU	Utah	UT
Hawaii	HI	Vermont	VT
Idaho	ID	Virginia	VA
Illinois	IL	Virgin Islands	VI
Indiana	IN	Washington	WA
Iowa	IA	West Virginia	WV
Kansas	KS	Wisconsin	WI
Kentucky	KY	Wyoming	WY
Louisiana	LA		
Maine	ME	Geographic Directional	
Marshall Islands	MH	North	N
Maryland	MD	East	E
Massachusetts	MA	South	S
Michigan	MI	West	W
Minnesota	MN	Northeast	NE
Mississippi	MS	Southeast	SE
Missouri	MO	Southwest	SW
Montana	MT	Northwest	NW
Nebraska	NE		
Nevada	NV	Regional Abbreviations	
New Hampshire	NH	All Regions	NATL
New Jersey	NJ	Central Region	CR
New Mexico	NM	Eastern Region	ER
New York	NY	Northeast Region	NE
North Carolina	NC	Southern Region	SR
		Western Region	WR

Appendix C - USPS Standard Abbreviations

C-2

Suffix Forms

The following table lists some suffix forms that may appear in address files. The corresponding official USPS suffix (as coded in the ZIP + 4 National Directory File) is shown in the adjacent column.

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
ALLEE	ALY
ALLEY	ALY
ALLY	ALY
ALY	ALY
ANEX	ANX
ANNEX	ANX
ANNX	ANX
ANX	ANX
ARC	ARC
ARCADE	ARC
AV	AVE
AVE	AVE
AVEN	AVE
AVENU	AVE
AVENUE	AVE
AVN	AVE
AVNUE	AVE
BAYOO	BYU
BAYOU	BYU
BCH	BCH
BEACH	BCH
BEND	BND
BG	BG
BLF	BLF
BLUF	BLF
BLUFF	BLF
BLUFFS	BLF
BLVD	BLVD
BND	BND
BOT	BTM
BOTTM	BTM

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
BOTTOM	BTM
BOUL	BLVD
BOULEVARD	BLVD
BOULV	BLVD
BR	BR
BRANCH	BR
BRDGE	BRG
BRG	BRG
BRIDGE	BRG
BRK	BRK
BRNCH	BR
BROOK	BRK
BROOKS	BRK
BTM	BTM
BURG	BG
BURGS	BG
BYP	BYP
BYPA	BYP
BYPAS	BYP
BYPASS	BYP
BYPS	BYP
BYU	BYU
CAMP	CP
CANYN	CYN
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CAUSWAY	CSWY
CEN	CTR
CENT	CTR
CENTER	CTR

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
CENTERS	CTR
CENTR	CTR
CIR	CIR
CIRC	CIR
CIRCL	CIR
CIRCLE	CIR
CIRCLES	CIR
CLB	CLB
CLF	CLFS
CLFS	CLFS
CLIFF	CLFS
CLIFFS	CLFS
CLUB	CLB
CMP	CP
CNTER	CTR
CNTR	CTR
CNYN	CYN
COR	COR
CORNER	COR
CORNERS	CORS
CORS	CORS
COURSE	CRSE
COURT	CT
COURTS	CTS
COVE	CV
COVES	CV
CP	CP
CPE	CPE
CRCL	CIR
CRCLE	CIR
CRECENT	CRES

Appendix C - USPS Standard Abbreviations

C-3

Suffix Forms (continued)

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
CREEK	CRK
CRES	CRES
CRESCENT	CRES
CRESENT	CRES
CRK	CRK
CROSSING	XING
CRSCNT	CRES
CRSE	CRSE
CRSENT	CRES
CRSNT	CRES
CRSSING	XING
CSWY	CSWY
CT	CT
CTR	CTR
CTS	CTS
CV	CV
CYN	CYN
DALE	DL
DAM	DM
DIV	DV
DIVIDE	DV
DL	DL
DM	DM
DR	DR
DRIV	DR
DRIVE	DR
DRIVES	DR
DRV	DR
DV	DV
DVD	DV
EST	EST
ESTATE	EST
ESTATES	EST
ESTS	EST
EXP	EXPY
EXPR	EXPY
EXPRESS	EXPY
EXPRESSWAY	EXPY
EXPW	EXPY
EXPY	EXPY

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
EXT	EXT
EXTENSION	EXT
EXTN	EXT
EXTNSN	EXT
EXTS	EXT
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FL	FL
FLAT	FLT
FLATS	FLT
FLD	FLD
FLDS	FLDS
FLS	FLS
FLT	FLT
FLTS	FLT
FORD	FRD
FORDS	FRD
FOREST	FRST
FORESTS	FRST
FORG	FRG
FORGE	FRG
FORGES	FRG
FORK	FRK
FORKS	FRKS
FORT	FT
FRD	FRD
FREEWAY	FWY
FREEWY	FWY
FRG	FRG
FRK	FRK
FRKS	FRKS
FRRY	FRY
FRST	FRST
FRT	FT
FRWAY	FWY
FRWY	FWY
FRY	FRY

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
FT	FT
FWY	FWY
GARDEN	GDNS
GARDENS	GDNS
GARDN	GDNS
GATEWAY	GTWY
GATEWY	GTWY
GATWAY	GTWY
GDN	GDN
GDNS	GDNS
GLEN	GLN
GLENS	GLN
GLN	GLN
GRDEN	GDNS
GRDN	GDNS
GRDNS	GDNS
GREEN	GRN
GREENS	GRN
GRN	GRN
GROV	GRV
GROVE	GRV
GROVES	GRV
GRV	GRV
GTWAY	GTWY
GTWY	GTWY
HARB	HBR
HARBOR	HBR
HARBORS	HBR
HARBR	HBR
HAVEN	HVN
HAVN	HVN
HBR	HBR
HEIGHT	HTS
HEIGHTS	HTS
HIGHWAY	HWY
HIGHWY	HWY
HILL	HL
HILLS	HLS
HIWAY	HWY
HIWY	HWY

Appendix C - USPS Standard Abbreviations

C-4

Suffix Forms (continued)

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
HL	HL
HLLW	HOLW
HLS	HLS
HOLLOW	HOLW
HOLW	HOLW
HOLWS	HOLW
HRBOR	HBR
HT	HTS
HTS	HTS
HVN	HVN
HWAY	HWY
HWY	HWY
INLET	INLT
INLT	INLT
IS	IS
ISLAND	IS
ISLANDS	ISS
ISLE	ISLE
ISLES	ISLE
ISLND	IS
ISLND	ISS
ISS	ISS
JCT	JCT
JCTION	JCT
JCTN	JCT
JCTNS	JCT
JCTS	JCT
JUNCTION	JCT
JUNCTN	JCT
JUNCTON	JCT
KEY	KY
KEYS	KY
KNL	KNLS
KNLS	KNLS
KNOL	KNLS
KNOLL	KNLS
KNOLLS	KNLS
KY	KY
KYS	KY
LAKE	LK

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
LAKES	LKS
LANDING	LNDG
LANE	LN
LANES	LN
LCK	LCKS
LCKS	LCKS
LDG	LDG
LDGE	LDG
LF	LF
LGT	LGT
LIGHT	LGT
LIGHTS	LGT
LK	LK
LKS	LKS
LN	LN
LNDG	LNDG
LNDNG	LNDG
LOAF	LF
LOCK	LCKS
LOCKS	LCKS
LODG	LDG
LODGE	LDG
LOOP	LOOP
LOOPS	LOOP
MALL	MALL
MANOR	MNR
MANORS	MNR
MDW	MDWS
MDWS	MDWS
MEADOW	MDWS
MEADOWS	MDWS
MEDOWS	MDWS
MILL	ML
MILLS	MLS
MISSION	MSN
MISSN	MSN
ML	ML
MLS	MLS
MNR	MNR
MNRS	MRN

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
MNT	MT
MNTAIN	MTN
MNTN	MTN
MNTNS	MTN
MOUNT	MT
MOUNTAIN	MTN
MOUNTIN	MTN
MSN	MSN
MSSN	MSN
MT	MT
MTIN	MTN
MTN	MTN
NCK	NCK
NECK	NCK
ORCH	ORCH
ORCHARD	ORCH
ORCHRD	ORCH
OVAL	OVAL
OVL	OVAL
PARK	PARK
PARKS	PARK
PARKWAY	PKY
PARKWY	PKY
PASS	PASS
PATH	PATH
PATHS	PATH
PIKE	PIKE
PIKES	PIKE
PINE	PNES
PINES	PNES
PKWAY	PKY
PKWY	PKY
PKWYS	PKY
PKY	PKY
PL	PL
PLACE	PL
PLAIN	PLN
PLAINES	PLN
PLAZA	PLZ
PLN	PLN

Appendix C - USPS Standard Abbreviations

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Suffix Forms (continued)

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
PLNS	PLNS
PLZ	PLZ
PLZA	PLZ
PNES	PNES
POINT	PT
POINTS	PT
PORT	PRT
PORTS	PRT
PR	PR
PRAIRIE	PR
PRK	PARK
PRR	PR
PRT	PRT
PRTS	PRT
PT	PT
PTS	PT
RAD	RADL
RADIAL	RADL
RADIEL	RADL
RADL	RADL
RANCH	RNCH
RANCHES	RNCH
RAPID	RPDS
RAPIDS	RPDS
RD	RD
RDG	RDG
RDGE	RDG
RDGS	RDG
RDS	RD
REST	RST
RIDGE	RDG
RIDGES	RDG
RIV	RIV
RIVER	RIV
RIVR	RIV
RNCH	RNCH
RNCHS	RNCH
ROAD	RD
ROADS	RD
ROW	ROW

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
RPD	RPDS
RPDS	RPDS
RST	RST
RUN	RUN
RVR	RIV
SHL	SHL
SHLS	SHLS
SHOAL	SHL
SHOALS	SHLS
SHOAR	SHR
SHOARS	SHRS
SHORE	SHR
SHORES	SHRS
SHR	SHR
SHRS	SHRS
SMT	SMT
SPG	SPG
SPGS	SPGS
SPNG	SPG
SPNGS	SPGS
SPRING	SPG
SPRINGS	SPGS
SPRNG	SPG
SPRNGS	SPGS
SPUR	SPUR
SPURS	SPUR
SQ	SQ
SQR	SQ
SQRE	SQ
SQU	SQ
SQUARE	SQ
SQUARES	SQ
ST	ST
STA	STA
STATION	STA
STATN	STA
STN	STA
STR	ST
STRA	STRA
STRAV	STRA

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
STRAVE	STRA
STRAVEN	STRA
STRAVENUE	STRA
STRAVN	STRA
STREAM	STRM
STREET	ST
STREETS	ST
STREME	STRM
STRM	STRM
STRT	ST
STRVN	STRA
STRVNUE	STRA
SUMIT	SMT
SUMITT	SMT
SUMMIT	SMT
TER	TER
TERR	TER
TERRACE	TER
TPK	TPKE
TPKE	TPKE
TRACE	TRCE
TRACES	TRCE
TRACK	TRAK
TRACKS	TRAK
TRAFFICWAY	TRFY
TRAIL	TRL
TRAILER	TRLR
TRAILS	TRL
TRAK	TRAK
TRCE	TRCE
TRK	TRAK
TRKS	TRAK
TRL	TRL
TRLR	TRLR
TRLRS	TRLR
TRLS	TRL
TRNPK	TPKE
TUNEL	TUNL
TUNL	TUNL
TUNLS	TUNL

Appendix C - USPS Standard Abbreviations

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Suffix Forms (continued)

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
TUNNEL	TUNL
TUNNL	TUNL
TURNPIKE	TPKE
TURNPK	TPKE
UN	UN
UNION	UN
UNIONS	UN
VALLEY	VLV
VALLEYS	VLV
VALLY	VLV
VDCT	VIA
VIA	VIA
VIADCT	VIA
VIADUCT	VIA
VIEW	VW

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
VIEWS	VW
VILL	VLG
VILLAG	VLG
VILLAGE	VLG
VILLE	VL
VILLG	VLG
VILLIAGE	VLG
VIS	VIS
VIST	VIS
VISTA	VIS
VL	VL
VLG	VLG
VLGS	VLG
VLLY	VLV
VLY	VLV

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
VLVS	VLV
VST	VIS
VSTA	VIS
VW	VW
VWS	VW
WALK	WALK
WALKS	WALK
WAY	WAY
WAYS	WAY
WELL	WLS
WELLS	WLS
WLS	WLS
WY	WAY
XING	XING

